



*The Department of Services  
for Children, Youth  
and Their Families*

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*Division of  
Youth Rehabilitative Services*

*Office of the Director*

*633-2620  
Fax: 633-2636*

**Juvenile Civil Citation  
Steering Committee Meeting Minutes  
March 7, 2017  
10:00am – 12 Noon  
Multi-Purpose Conference Room, Building #9  
1825 Faulkland Road  
Wilmington, DE 19805**

Meeting began: 10:04 am

**Attendee:** Donna Pugh (DYRS), Lauren DeVeber (DYRS), Amy Herb (DYRS), Melissa Kahn (DYRS), Krystyn Niski (WRAP DE), Jackie Zerillo (WRAP DE), Rodney Vodery (CSRC), Hadey Salem (LegHall), Lisa Minutola (ODS), Sara Reedy (DOJ), Kaci Mial (DSCYF), Kellie Hubis (DSCYF), Michelle Hoffman (Courts), Brenda Overton (BOT), **on the phone:** Brie Gannon, (SAC), Stacy Edwards (SAC), and Kelly Knutkowski

- I. Welcome and Introductions – All attendees introduced themselves.
  - a. Approval of 12/6/16 Meeting Minutes – Meeting minutes were approved
- II. Civil Citation Updates:
  - a. Program-
    - On 2/15/2017 JCC added an Administrative Assistant to the staff. The new Admin. Assistant is Winnie Gissendaner. Ms. Gissendaner is a retired Assistant Principal and Teacher from the Philadelphia School District. She comes to the program with over 30 years' experience working with youth. Also effective on April 1, 2017 we will have a second intern join our staff. We hope excited about the new additions to the team.
    - Back on Track (BOT) will be joining our team for case management for JCC youth effective 4/1/2017. All new referrals as of 4/1/2017 will go to BOT, while our two current providers WRAP DE and CSRC will complete the case management for the youth they currently have. WRAP DE and CSRC will continue to be members of the Steering Committee and partners in the continued growth and development of JCC. WRAP DE and CSRC have been extremely wonderful to work with and we look forward to our continued partnerships with these two providers.

- BOT has been scheduled for Assessment Training and JCC Case Management Training during the month of March. Therefore, there should be no delay in BOT starting case management for JCC youth on April 1, 2017.
- Law Enforcement Training for JCC for Wilmington PD is schedule every Tuesday in June.
- We currently have five (5) community events, and two (2) presentations scheduled for the next two month.

b. Program Stats. –

- A handout created by Andy Cohen (Data Unit of DYRS) was given out. Group had brief discussion on the numbers of referrals based on race and the type of charges referred.
- It was noted that JCC receives the bulk of referrals for Disorderly Conduct, with the second most referred being Possession of Marijuana.
- It was also noted that the number of Non-White youth referral is much higher than White youth referrals. This just indicated that youth that would have normally be arrested and entered into the Juvenile Justice System, are now being diverted.
- A handout created by the JCC Coordinator was given to the group. The statistics note that there were 340 referrals to JCC since inception. For calendar year 2017 (the months of January and February only) there have been 68 referrals.
- As indicated in the data provided by Andy Cohen, there is a larger number of Non-White youth being referred to JCC.

### III. Annual Recommendations to the General Assembly

a. Charges –

- The group discussed what charges law enforcement would like to see added to the program. There was discussion on how a youth could receive a civil citation for possession of marijuana, but could receive a criminal charge if the possession is for paraphernalia related to marijuana. However, as an adult possession of paraphernalia related to marijuana is a civil fine.
- Sara Reedy (DOJ) noted that this issue has been sent to the Attorney General and we are awaiting his position.
- It was noted by the JCC Coordinator that referrals to the program for Paraphernalia could be handled.

b. Discussion - Uniform Data Collection for All Diversion Programs –

- The group had discussion on what body should address the issues of having all diversion programs submitting uniform data.

- Lisa Minutola (ODS) noted that many of the diversion programs are only in one county and there is a discrepancy on what youth across the state have available in reference to diversion programs. She also noted that she was just recently made aware of a mediation program in Sussex Co.
- A request was made to Michelle Hoffman (Courts) to see if we could get the data from Arbitration. The information requested are the types of charges that are being referred to Arbitration as well as the volume. Kelly Knutkowski (DELJIS) also noted that she would check with DELJIS to see if they could assist in gathering this information. It was noted that there may be some indication as to where some of the youth that are being civil cited would have gone.
- The group discussed that either JJAG or JJC could be useful in moving the initiative for uniformed data collection from all diversion programs.

#### IV. Old Business

##### a. Ineligible and Unsuccessful Discharges

- This issue was brought up at the end of last year. DOJ created a mailbox that would be cc'd the notification emails that are sent to all law enforcement officers for ineligible or unsuccessful discharges.
- As of 3/2/2017, out of the 7 youth either ineligible or unsuccessfully discharged, only one has had their charges filed in Family Court.
- Sara Reedy (DOJ) suggested law enforcement training be updated to clearly explain that officers have to go back and arrest youth that are either ineligible or unsuccessful. She also suggested that the email sent to officers in detail explain what steps they have to do to now arrest the youth that are either ineligible or unsuccessful.
- The JCC Coordinator noted that she would take the written instructions for unsuccessful discharged or ineligible youth steps for law enforcement officers and forward that information to DELJIS who can then send out a mass email to all officers.
- Lauren DeVeber (DYRS) noted that maybe since we have additional staff for JCC that we could do follow-up phone calls to officers receiving the email notification.
- Sara Reedy suggested that a test email be sent to the DOJ mailbox to see if it is working properly.

#### V. New Business - None

#### VI. Adjourn – 10:52 am

#### VII. Next Meeting: *June 6, 2017*